



## Process for Towing Vehicles from Campus

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Issued: 03/01/2014  
Revised:

### Policy

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The decision to tow a vehicle is not taken lightly. Security will make a reasonable effort, as defined in Procedure below, to contact the owner/operator in an attempt to get a vehicle moved by the owner prior to towing. There are, however, certain circumstances when towing will be justified without prior notice. Midwestern Baptist Theological Seminary (MBTS) reserves the right to tow any vehicle parked in violation of any of the Seminary's parking policies, including the Housing Contract and Apartment Housing Covenant and/or the Missouri Vehicle Code at the expense of the vehicle owner.

### Common Definitions

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**Abandoned/Derelict vehicles** – A vehicle is considered abandoned if it is not registered with a valid campus parking permit and is inoperative or partially dismantled, or if it is parked on seminary property without authorization for more than 72 hours.

**ADA Designated space** – spaces designated per specifications of the Department of Transportation, Missouri Vehicle Code and the Americans with Disabilities Act (ADA). ADA designated stalls are also sometimes referred to as "Handicap" parking. In order to use these spaces requires the clear display of a valid ADA placard or license plate. All accompanying DMV paperwork must remain with the vehicle for verification if requested.

**Impound** – vehicles transported typically via tow truck to an off-campus location. There is a fee to release the vehicle from impound back into the custody of the owner and a fee for the actual towing from the campus to the impound lot. These fees are the sole responsibility of the vehicle's owner.

**Relocation** – Vehicles towed from one part of campus to another, without leaving MBTS property. If the vehicle is relocated due to a violation or driver negligence, a relocation fee of \$55.00 will be associated with the tow. Additional fines may apply.

### Procedure

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Vehicles may be relocated/impounded for the following reasons:

1. Violations of the MBTS Housing Contract, Apartment Housing Covenant or any other MBTS policy.
2. Parking on property not designated for vehicular traffic or in a "No Parking" area (driving lanes, traffic lanes, fire-lanes, driveways, sidewalks, dumpster spaces, intersections, grass, lawns, etc.).
3. Parking in handicapped spaces without proper ADA identification. Proper DMV paperwork must accompany all vehicles displaying ADA hangtags or placards and occupying an ADA space.



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4. Parked in reserved spaces, areas, or lots without authorization from Security.
5. Parked in a way that obstructs pedestrian traffic or creates a hazard to pedestrians.
6. Parked blocking a driveway or obstructing an exit or entrance. Parked in a way causing a hazard to vehicles entering or exiting.
7. Parked in fire lanes or in front of or within 15ft of a fire hydrant.
8. Vehicles parked in areas restricted to MBTS vehicles or authorized vehicles only.
9. Any vehicle creating a dangerous condition or hazard.

Under #1 above, a reasonable effort will be defined as having attempted to contact the owner of the vehicle(s) to resolve the issue. If no resolution is reached, Security will place the attached ticket on the vehicle in question, detailing the time frame the owner has to move the vehicle prior to towing.

Under #2 through #9 above, reasonable effort will be to attempt to contact the owner of the vehicle. If the owner is unknown or MBTS is unable to reach the owner, MBTS may tow the vehicle without notice to the owner.

### Liability

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MBTS is not responsible for damages to a vehicle resulting from towing or storage.

### What to do if your vehicle is towed

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During regular business hours, contact Midwestern Security at (816) 414-3836 to verify the towing location of your vehicle.

In order to claim your vehicle from impound, you must contact the towing company directly and not MBTS. Towing and storage fees will also need to be paid to the impounding agency. Our current towing agency is:

Mel's Tow Service  
1435 Clay Street  
North Kansas City, MO 64116  
816-741-6357

Towing charge - \$60.00 with \$3.50 per mile to their lot  
Daily storage fee - \$40.00

If you aren't sure why you were towed, you should also contact Midwestern Security (816-414-3836) for clarification of the parking rules and regulations so that you can avoid similar inconveniences in the future.



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A yellow warning sign with a black border and a black icon of a car being towed. The sign is mounted on a spiral notebook. The text on the sign is as follows:

**WARNING** 

**THIS VEHICLE WILL BE TOWED OR BOOTED AT YOUR EXPENSE ON**

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**YOUR LICENSE NUMBER WAS RECORDED**

You are illegally parked for the following reason:

<input type="checkbox"/> Parked in a HANDICAPPED space	<input type="checkbox"/> No valid PARKING PERMIT
<input type="checkbox"/> Parked in a NO PARKING zone	<input type="checkbox"/> Parked in a FIRE LANE
<input type="checkbox"/> Unauthorized parking in a RESERVED space/area	<input type="checkbox"/> Blocking access to building, driveway, or dumpster
<input type="checkbox"/> Improperly parked	<input type="checkbox"/> Vehicle not in acceptable condition
<input type="checkbox"/> _____	

Date Issued _____	Date Towed _____
Time Issued _____	Time Towed _____
Issued By _____	Towed By _____